

Module IV, Chapter 2

Self Service My Workplace

Accessing My Employee Information

Introduction

The Self Service Manager “My Workplace” provides managers with the ability to view information on their employees. The following pages provide a brief overview of the functionality.

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Accessing “My Workplace”

After logging into Self Service, select My Workplace, function.

 [My Employee Information](#)

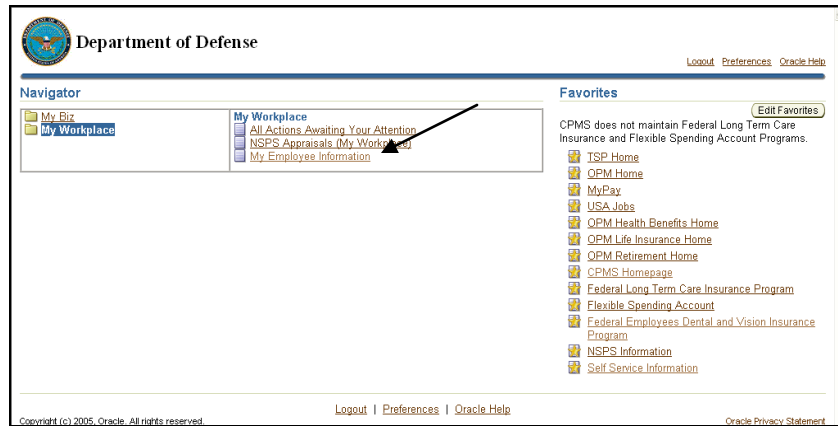


Figure 1

The screen displays all employees that are supervised by the manager. In this example, a manager supervises the employee listed below her name. To view information related to an employee, select the employee name by clicking on it.

My Employee Information							
Appointment Position Personal Salary Awards and Bonuses Performance							
Focus Name	Position	Organization	Grade	Job	Assignment Status	Assign Start Date	
Manager, First, Last Name							
Employee, First, Last Name	90X08.TRAINING SPECIALIST.73888.AF1L.APPR	92 SERVICES SQ AF1LFC1LF2NV01	GS-09	Training Instruction (1712)	Active Appointment	05-Mar	
Vacant Position	90X08.TRAINING SPECIALIST.73889.AF1L.APPR	92 SERVICES SQ AF1LFC1LF2NV01	GS-09	Training Instruction (1712)			
Vacant Position	90X08.TRAINING SPECIALIST.73890.AF1L.APPR	92 SERVICES SQ AF1LFC1LF2NV01	GS-09	Training Instruction (1712)			

Figure 2

Accessing “My Employees’ Information”

Displays the employees’ current position information. This information is viewable from any tab selected.


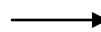
 Department of Defense		Home Logout
My Employee Information >		
Employee Last Name, First Name		
GENERAL INFO: The information is current as of today's date.		
Organization	92 SERVICES SQ AF1LFC1LF2NV01	Job Training Instruction (1712)
Position	90X08.TRAINING SPECIALIST.73888.AF1L.APPR	Grade GS-09
Total Pay	48,732.00 USD	

Figure 3

Show/Hide Information

Show








Details	Effective Date	Grade	Step or Rate
 Show	05-Mar-2005	GS-09	06
 Show	22-Sep-2004	GS-11	06

Figure 4

A “Show” link will be displayed when there is additional information available for display. Click  to open the folder and view the additional data elements. Once you finish viewing the information, click  to close the folder.

Hide




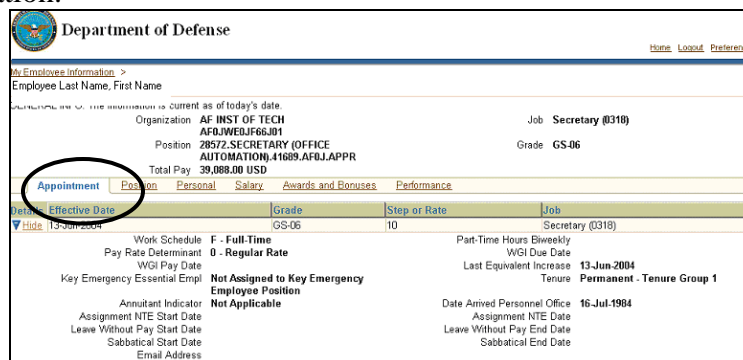
Appointment	Position	Personal	Salary	Awards and Bonuses	Performance
Details	Effective Date	Grade	Step or Rate		
 Hide	05-Mar-2005	GS-09	06		
Work Schedule F - Full-Time Pay Rate Determinant 0 - Regular Rate WGI Pay Date 16-Mar-2008 Key Emergency Essential Empl Not Assigned to Key Emergency Employee Position Employee Position Annuitant Indicator Not Applicable					

Figure 5

Information Tabs - The following is a list of Tabs and their associated information.

Appointment Information Tab contains your employee’s current appointment information.



Department of Defense

Home Logout Preferences


Employee Information >

Employee Last Name, First Name

Organization AF INST OF TECH
AF0JWEDJF66J01
Position 28572.SECRETARY (OFFICE
AUTOMATION) 41689.AF0JAPPR
Grade GS-06
Total Pay 39,088.00 USD

Appointment Position Personal Salary Awards and Bonuses Performance

Details Effective Date Grade Step or Rate Job

 Hide 15-Sep-2004 GS-06 10 Secretary (GS-06)

Work Schedule **F - Full-Time**
Pay Rate Determinant **0 - Regular Rate**
WGI Pay Date
Key Emergency Essential Empl **Not Assigned to Key Emergency**
Employee Position **Employee Position**
Annuitant Indicator **Not Applicable**
Assignment NTE Start Date
Leave Without Pay Start Date
Sabbatical Start Date
Email Address

Part-Time Hours Biweekly
WGI Due Date
Last Equivalent Increase **13-Jun-2004**
Tenure **Permanent - Tenure Group 1**
Date Arrived Personnel Office **16-Jul-1984**
Assignment NTE Date
Leave Without Pay End Date
Sabbatical End Date

Figure 6

Position Information Tab contains your employee's position information.

Department of Defense

My Employee Information >

Employee Last Name, First Name

GENERAL INFO: The information is current as of today's date.

Organization: 92 SERVICES SQ AF1LFC1LF2NV01 Job: Training Instruction (1712)

Position: 90X08.TRAINING Grade: GS-09

SPECIALIST.73888.AF1L.APPR

Total Pay: 48,732.00 USD

Appointment Position Personal Salary Awards and Bonuses Performance

Details Effective Date Position Organization Valid Grade Job Target Grade

Hide 19-Sep-2005 90X08.TRAINING 92 SERVICES SQ AF1LFC1LF2NV01 GS-09 Training Instruction (1712) GS-09

SPECIALIST.73888.AF1L.APPR

Supervisory Status: Non-Supervisory Work Schedule: F - Full-Time

Part-Time Hours Weekly: N - Nonexempt Pay Basis: PA - Per Annum

FLSA Category: 0000 Oracle Federal Standard Pay Bargaining Unit Status: AF2340 - Fairchild NFFE11

Pay Table ID: Table (AL, ES, EX, GS, GG) No. 0000 Position Sensitivity: Noncritical-Sensitive (NCS)

Security Access: National Agency Check Plus Security Risk

Security Access: Inquiries (NACI) PRP/SCI

Payroll Office ID: DE Supervisory Diff Eligibility

Position Occupied: Competitive Service Language Required

Drug Test: Posn Not Req Drug Test Training Program ID: YY

Figure 7

Personal Information Tab contains your employee's specific information.

Department of Defense

My Employee Information >

Employee Last Name, First Name

GENERAL INFO: The information is current as of today's date.

Organization: 92 SERVICES SQ AF1LFC1LF2NV01 Job: Training Instruction (1712)

Position: 90X08.TRAINING Grade: GS-09

SPECIALIST.73888.AF1L.APPR

Total Pay: 48,732.00 USD

Appointment Position Personal Salary Awards and Bonuses Performance

Details Effective Date

Hide 05-Mar-2005

SCD Leave: 09-Nov-1980 Date Last Promotion: 10-Sep-1995

Agency Code Transfer From: Veterans Preference: None

Veterans Preference for RIF: No Veterans Status: Not A Vietnam-Era Veteran

Appointment Type: Competitive - Career Reserve Category: Not Applicable

Current Appointment Authority (1): ZJK Current Appointment Authority (2): SCD Civilian

Previous Retirement Coverage: Previously Covered SCD Retirement: 09-Nov-1980

SCD RIF: 09-Nov-1980

Military Recall Status: Y - Not Applicable Date Retired Uniform Service

Uniform Service Component: Uniform Service Designation

Retirement Grade: Military Retirement Waiver Ind

Exception Retirement Pay Ind: Creditable Military Service: 0000

Frozen Service: 0606 Date Conversion Career Begins

Figure 8

Salary Information Tab contains your employee's pay related information.

Department of Defense

My Employee Information >

Employee Last Name, First Name

GENERAL INFO: The information is current as of today's date.

Organization: 92 SERVICES SQ AF1LFC1LF2NV01 Job: Training Instruction (1712)

Position: 90X08.TRAINING Grade: GS-09

SPECIALIST.73888.AF1L.APPR

Total Pay: 48,732.00 USD

Appointment Position Personal Salary Awards and Bonuses Performance

Details Effective Date Basic Pay Locality Pay Unadjusted Basic Pay Other Pay Total Pay Locality Percentage

Hide 05-Mar-2005 43,620.00 5,112.00 48,732.00 0.00 48,732.00 11.72

AJO AJO Premium Pay Indicator

Availability Pay Availability Pay Premium Pay Indicator

Retention Allowance Retention Allowance Percentage

Supervisory Differential Supervisory Differential Percentage

Show 20-Jan-2003 54,195.00 4,682.00 58,867.00 0.00 58,867.00 9.62

Figure 9

Awards and Bonuses Information Tab displays your employee's award and bonus information.

Department of Defense

Home Log

My Employee Information >

Employee Last Name, First Name

GENERAL INFO: The information is current as of today's date.

Organization **92 SERVICES SQ** Job **Training Instruction (1712)**

AF1LFC1LF2NV01

Position **90X08.TRAINING** Grade **GS-09**

SPECIALIST.73888.AF1L.APPR

Total Pay **48,732.00 USD**

Appointment Position Personal Salary **Awards and Bonuses** Performance

Award Details

Effective Date Award Type Amount or Hours Award Percentage Award Agency

30-Jun-2002	Time Off Award	16		Department of Defense
16-Jun-2002	Performance Award	2000		Department of Defense
07-Apr-2002	Special Act or Service Award	250		Department of Defense

Figure 10

Performance Information Tab displays your employee's performance appraisal information.

Department of Defense

Home Log

My Employee Information >

Employee Last Name, First Name

GENERAL INFO: The information is current as of today's date.

Organization **92 SERVICES SQ** Job **Training Instruction (1712)**

AF1LFC1LF2NV01

Position **90X08.TRAINING** Grade **GS-09**

SPECIALIST.73888.AF1L.APPR

Total Pay **48,732.00 USD**

Appointment Position Personal Salary Awards and Bonuses **Performance**

Details Appraisal Start Date Appraisal End Date Appraisal Type Rating of Recent

Hide	04-Jul-2004		A - Annual Appraisal	5 - Exceptional, Outstanding, Superior, Successful Level 1 or Equiv
------	-------------	--	----------------------	---

Date Due

Performance Rating Points

Unit

Office Symbol

Grade

Optional Information **999999999**

Date Initial Appraisal Due

Date Appraisal Period Ends **31-Mar-2003**

Organization Structure ID

Pay Plan

Appraisal System Identifier

Figure 11